



COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON, D.C. 20548

EXEC 67-2081  
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Executive Registry

B-162167

November 2, 1967

Dear Mr. Helms:

I have your letter of October 3, 1967, forwarding for my approval, in accordance with section 9 of the Records Disposal Act of July 7, 1943, 44 U.S.C. 374, a proposed financial records retirement program covering various records of the Central Intelligence Agency. Under the proposed program, you would effect disposition of the related records pursuant to the standards set forth in the schedule after conducting your own audit of accounts.

Since these standards are generally patterned after retirement standards for similar records approved for other departments and agencies, I concur in their adoption.

Sincerely yours,

*Thomas B. Awaite*

Comptroller General  
of the United States

The Honorable Richard Helms  
Director, Central Intelligence Agency

67-1111

3 Oct 1967

The Honorable Elmer B. Staats  
Comptroller General of the United States  
Washington, D. C. 20548

Dear Mr. Staats:



I am submitting for your consideration a financial records retirement program which, subject to your approval as authorized under 44 U.S.C. 374 (1964), would be adopted by this Agency. A retirement schedule for the particular records involved is set out in the enclosure. It is generally patterned after the schedule applicable to the retirement of financial records by executive departments and agencies of Government, particularly as to identification of categories of documents and the application thereto of appropriate records retention periods.

Under the terms of this proposal, the Agency would, after conducting its own audit of accounts, effect the disposition of the related financial records pursuant to the enclosed retirement schedule.

I am of the opinion that this Agency program would adequately protect the interests of the Government while contributing toward a savings in terms of storage and manpower costs.

Your approval is requested.

Sincerely,

Richard Helms  
Director

Enclosure 

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ORIGINAL FINANCIAL RECORDS RETIREMENT SCHEDULE

Description of Records

Disposition Instructions

1. Original Headquarters and field collection and miscellaneous disbursement records.

- a. Original collection and disbursement records including Washington and field statements of transactions, supporting vouchers, schedules, receipts, authorizations, and related papers exclusive of freight, transportation and payroll records.

Destroy 12 years after the period of the account.

2. Original Headquarters and field payroll records pertaining to salary and allowance payments to Agency employees.

- a. Individual pay card or equivalent, reflecting detailed pay, deductions and service records.

Destroy 56 years after date of last entry on card.

- b. Original payroll vouchers for indigenous employees. (Individual pay cards not maintained.)

Destroy after 56 years from dates of the accounts in which they were submitted.

- c. Original payroll vouchers and bond schedules for Headquarters personnel and [REDACTED] field personnel. (Individual pay card or equivalent maintained.)

Destroy 12 years after the period of account in which they were submitted.

- d. Leave records, maintained independently of pay and earning records.

(1) Pay or fiscal copy.

- (a) Final leave record showing accumulated leave on separation.

Destroy 10 years after last entry on card.

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3. Maintenance of Records

Disposition Instructions

(b) All other pay or fiscal copies.

Destroy 3 years after audit of related pay records.

e. *Time* and attendance reports, notification of personnel actions (exclusive of those in Official Personnel Folders), payroll control registers and payroll change slips.

Destroy 2 years after audit of related pay records.

3. Original Headquarters and field transportation and freight records.

Retain for 4 years after the period of account. Freight or passenger transportation vouchers which have become involved in litigation or any other condition that requires the voucher to be retained beyond the 4 year retention period should be retained for 10 years after the period of the account.

4. Contracts

a. Original numbered contracts and letters of agreements on negotiated contracts covering general Agency procurement.

Destroy 12 years after the end of the fiscal years in which the contracts were stored in the Agency (CIA) Records Center.

5. Personal Service Contracts

a. Personal service contracts for experts, consultants and part-time employees.

Destroy 12 years after the end of the fiscal year in which the contracts were stored in the Agency (CIA) Records Center.

6. Accounting Records

a. General Accounts Ledgers

Destroy 10 years after close of fiscal year involved.

b. Allotment Records

Destroy 10 years after close of fiscal year involved.